Hardware Consideration Request

I would like to request that the technology department review the following computer hardware for my school/department.

Equipment Description: _____

Brand Name: _____

Model Number: _____

Purpose of Equipment: _____

Name of Requestor: _____

Date: _____

Technology in the Educational Program policy code 3220 states: "*All purchases, donations, or grant requests of technological resources, including hardware and software, must receive prior approval by the technology director or designee to ensure compatibility with existing systems and network security. Any hardware or software received or purchased without this prior approval will not be installed or supported."*

Software Consideration Request

I would like to request that the technology department review the following software for my school/department. Please remember software purchases should be network or school/site license versions.

Software Title: _____

Software Publisher: _____

Version: _____

URL (if downloadable): _____

Purpose of Software: _____

Name of Requestor: _____

Date: _____

Technology in the Educational Program policy code 3220 states: "*All purchases, donations, or grant requests of technological resources, including hardware and software, must receive prior approval by the technology director or designee to ensure compatibility with existing systems and network security. Any hardware or software received or purchased without this prior approval will not be installed or supported."*